



MINUTES OF THE BOARD OF TRUSTEES MEETING **HELD ON 13 DECEMBER 2021**

PRESENT: Chris Allen, Valerie Broomfield, Michael Chinnery, Kerry Jones, Catherine Mackisack, Sr Rosemary Revell, Julia Rofaeil, Julie Scott (Chair) and Pravina Singh

IN ATTENDANCE: Karen Mitchell

Meeting opened at 5.00pm

1. OPENING

Karakia – J. Scott

2. ADMINISTRATION

2.1 Apologies – Peter Beckett

2.2 Board Attendance

Resolved that the Attendance List for December be received.

Carried

2.3 Confirmation of the previous Minutes

Resolved that the Minutes of 8th November 2021 be taken as read and confirmed as a true and accurate record

Scott/Broomfield

x 2 abstained

Carried

2.4 Leave Approvals for Board members – none.

2.5 Review 2022 Workplan / Principal Compliance Requirements / Policy Review Schedule

The main focus in 2022 will be the triennial Elections and subsequent Board training.

Special Character is to be covered in a separate report now and not included in the Principal's Report.

Compliances - to be reported to the Board annually.

2.6 Farewell Student Rep

J. Scott said the Board appreciated Julia's strong voice at meetings and Board Members are very grateful for her contribution. Julia's peers would be grateful too for her representation of them. The Board wished J. Rofaeil all the best for her continuing Tertiary education. J. Rofaeil volunteered to attend the first meeting that the new Student BOT Representative attends next year. The student rep election will be held in Term 1 2022.

3. MATTERS ARISING

Task	Responsible	Due Date
Consider/shoulder-tap Board skill set/potential members	Board	ongoing
Tech Dept Review Report - To be taken back to the H&S Com	Board	Completed
Review 2022 Year 11s having camp replacement opportunity - An activities week was held	H&S Com	Completed
CCTV Branding Proposal Meeting with CCAL - To be covered under Finance	Fin Com	Completed
Zoom Branding Proposal Meeting with CCAL - Presentation from Steph Stuart to the Board at tonight's meeting.	Chair	Completed
Board broadcast to School Community -	Dep. Chair	Completed
Advise Board of Law Society Advice - Distribute report	Dep. Chair	ASAP
Consider Sports' Budget (noting no increase in MOE funding for support staff overnight allowance increase from \$65 to \$265)	Fin Com	Completed
Review Budget "nominal tags" e.g. IT upgrades/International Students	Fin Com	Completed

4. BUSINESS

4.1 Branding presentation and update

Noted that:

Steph Stuart joined the meeting at 6 pm

- There are two outcomes from the work completed - a brand plan and a brand book that includes what the action looks like.
- Input came from different sources, S. Stuart spoke to 23 different stakeholders and there was an online survey to all parents about how the school was doing, what is working well and what is important. The question that is a big indicator as to how well the school is doing is "Would they promote Carmel College"?
- Extensive time was spent on exploring the school identity.
- The Manifesto is the emotive story that includes elements of "Girls can do anything" and "Carmel College girls are courageous and have a belief in themselves".
- Purpose - covers why the school exists.
- Values - the school already has solid and appropriate values but the definitions need an update and Care should be replaced with Courage. A. Nicholls will work with students to redefine the Values.
- Strategic Pillars - cover building advocacy, particularly with the alumni, recruiting parents and students and beyond academics - sports, art and drama.
- Implementing branding - is about telling our story and owning the story. There are some old feelings from when the LSM was engaged that are still hanging about.
- Consistency is needed across all school communications and a review and audit is recommended with consideration to more use of social media. New touchpoints to be created.
- Community - Use this to build advocacy for the school -
 - Alumni is an area of opportunity. Let past students be part of Carmel by providing - career advice, mentoring and sponsorship.
 - Feeder schools - make the most of connections.
 - Staff - what little bites of positive news are they given?
 - Manageable feedback loop.
 - The college has an amazing location on the lake - how can this resource be offered to the wider

community.

- Prospective parents - some small changes would make a big difference. There could be a dedicated section on the website for prospective parents. Open days planned well in advance. Parents said the notice about this event was received late, some people want to come twice. Clear expectations should be set e.g. Religious Education and how issues are dealt with. J. Rofaail noted that role-modeling from the older girls is important and something parents are impressed by.
- Beyond academics - Wellbeing came up a lot because of the pressure students are under to achieve. How is this balanced with other areas? What other opportunities are available? Sports - Carmel is never going to be like Westlake, but what is a good level to achieve? Atawhai Groups are a great programme. The size of the school creates some negatives such as the range of subjects but allows for other things.
- Next steps - Taking the initiative to the BOT and school management for prioritisation.
- Bring in a communications specialist. Look at social media - P. Singh suggested establishing processes so that no matter who comes in, these platforms can be used consistently and be kept up to date.
- There has been a meeting with V. Broomfield's contacts (a Communications, website and social media specialist). C. Allen has sent them all the branding documentation. The project will be done in stages and will include consistency of communications across all formats, protocols and parameters set up. If anyone else has other suggestions, C. Allen is happy to hear these. S. Stuart offered to have a look at costs.
- P. Singh noted that the fantastic achievements of Māori and Pasifika students should be highlighted.
- It was suggested that relationships should be built with parishes in order to capture potential preference students not enrolled at feeder schools.

S. Stuart was thanked for her presentation and left the meeting.

4.2 Principal's Report

Noted that:

- Y8, Y10 and Y13 retreats were successfully held onsite
- A thanksgiving and remembrance staff liturgy was on the 13th of December.
- Service - very challenging under the circumstances but 661 students completed service activities. There was a total of 10,000 hours of unpaid service given to the wider community.
- Mercy student leadership has been completed.
- Chapel renovations - still waiting on this work.
- Students returning to onsite learning have averaged around 80%. If not at school, students are considered as online learners.
- L. Walker organised a great week of activities by way of replacement for the Y10 camp including Advent activities.
- Continued with online welcome meetings via Zoom.
- S. Harrod ran a number of virtual orientations for new parents and students with good participation.
- K. Mitchell - worked hard on the virtual prize givings. Y7-10 watched the video presentations together in the Core Learning Classes. Y13 students had a - prize giving, farewell mass and farewell dinner, all in one hit. J. Rofaail said the day was awesome and that students really appreciated it. The Eat My Lunch picnic was a success.
- The college is fully staffed for next year with applications received from quality candidates.
- There has been an effort made to keep up to date with the new H&S requirements. Student compliance with mask wearing has been good.
- Planning for next year will be needed to accommodate the move to Orange.
- Lots of maintenance has been booked over the term break.
- Student numbers for next year look promising at around 985/990, retention is good. International students will decrease to 18 from 28.

4.2.1 Strategic Plan for 2022

Noted that:

- In summary this is being rolled over and work will continue with what is on the books without adding any

extra. The Branding work will take energy and time.

- NCEA changes have been pushed out for a year except for Literacy and Numeracy. Next year's Y10s will be doing trials for Literacy and Numeracy and the following year students will only be able to take Literacy and Numeracy through those standards. C. Allen does not want to bring any NCEA standards down to Y10s. A lot of schools have already adjusted and are not doing as many assessments. There will be a two year preparation period for Level 2, students will still be doing the learning but not doing all the assessments. HODs are keen to modify NCEA Level 1 as much as possible. Both Epsom Girls and Whangaparaoa College have cut out a lot of assessments. K. Mitchell has been asking students why they have been sitting exams, the answers varied between - attempting to get an Excellence instead of a Merit, an opportunity to sit an exam and parental pressure. The biggest attendances have been for Scholarship exams.

Resolved that the Principal's Report be taken as read and accepted.

Scott/Singh

Carried

4.3 Finance Report

Noted that:

- That the college is about \$600,000 ahead of budget year-to-date with a healthy Income and Expenditure Statement and strong cash reserves.
- TTS Contract - it was agreed to roll this contract for another three years with no change in pricing. TTS provides high-end IT/Engineering services.

4.3.1 2022 Budget Review

- C. Officer had to go back to the 2019 budget as a basis for the current budget work.
- Last year the Board was presented with a deficit, this year there is a surplus of \$11,000.
- Two things to tag going forward are this Board's contribution to the branding project and the increase in the cost of having support staff on overnight trips.
- The budget is very prudent.
- The cost of the security cameras is included in the CAPEX.
- K. Jones noted that repairs and maintenance costs have been quite low. K. Mitchell explained this is in part because there was no one on the premises during lockdown.
- V. Broomfield noted there is an item for discussion "In Committee". An amendment can be made to the Budget if needed after the "In Committee" discussion.

Resolved that

1. That the Finance Committee report is received, and information noted.
2. October accounts are accepted.
3. That the TTS contract is renewed and signed off by the Principal
4. Budget 2022 is approved and recommended to the Board

Chinnery/Scott

Carried

4.4 Property Report -

Noted that:

- Watershed reports for October and November are included.
- Confirmation has been received that all contractors coming on site are double vaccinated.
- Unaccounted for water usage continued to be an issue, WaterCare has now replaced the meter.
- There is a lot of work booked to be done over the holiday break with 26 contracts to be onsite next week, this will be a very busy time for the caretaking team.
- The quote for the security cameras is \$23,000 and is considered to be quite reasonable.

- Over lockdown there were a lot of random people coming into the school grounds. Signage has been installed asking members of the public not to enter the premises. Quotes have been received to put electronic locks on the gates and to put a gate at the pedestrian entrance.
- The issues with the boat ramp have made it unfit for purpose. The school has requested McAuley Trust to take this up with the contractor to get it fixed.

Resolved that the Property Reports for October and November are received, and information noted

Jones/Chinnery **Carried**

4.5 Health & Safety Report

Noted that:

- An additional Health & Safety Meeting was held to discuss COVID requirements in relation to School Sports and College Sports mandating vaccines. These are definitive mandates and the college has to be able to assure these Bodies that COVID passports have been checked. It will be difficult to run any EOTC offsite as all the major players e.g. The Big Sing will require vaccination passports to be checked. Alternative activities will need to be considered for those who are not vaccinated. J. Scott's recommendation is that the college keeps a record of student vaccine passports. Permission will be obtained from parents and the information retained and recorded. A broadcast has been sent to parents today outlining these requirements.
- There will be multiple issues with overnight trips e.g. What if a student gets sick when away? Staff will need PPE gear. How will students get tested and how will students get home? A process will need to be written.
- A process has been developed for the sick bay for isolating students. A check will be made to see how this is working.
- Permission has been granted for the Beach Volleyball Trip planned for February next year.

4.5.1 HSE Connect

Noted that:

There have been two issues -

- A shelf in the main office needed to be moved.
- The boat ramp is unsafe to use.

Resolved that the Health and Safety Committee Report is received and information noted.
Covid vaccine data to be collected and recorded in Kamar
That the trip approvals to date for 2021 be accepted.

Scott/Broomfield **Carried**

5. GENERAL BUSINESS

5.1 Correspondence

- NZSTA online newsletter

Resolved that the Correspondence is received and accepted.

Revell/Singh **Carried**

6. IN COMMITTEE

Resolved that the Board move into Publically Excluded Committee at 7:08pm for the purpose of protecting personal privacy

Scott/Mackisack **Carried**

Resolved that the Board move out of Publically Excluded Committee at 7:50 pm

Scott/Revell

Carried

7. CLOSING

Karakia – P. Singh

There being no further business, the meeting concluded at 7:55 pm



Signed _____
J Scott

Date _____ 14 February 2022 _____

The next meeting will be on 14th February 2022

Opening Prayer/Karakia: C. Allen

Closing Prayer/Karakia: P. Beckett

ACTIONS ARISING FROM MEETING

Task	Responsible	Due Date
Consider/shoulder-tap Board skill set/potential members	Board	ongoing
Advise Board of Law Society Advice - Distribute report	Dep. Chair	ASAP
Process written up to cover Health Order compliance for overnight trips	H&S Com	
Broadcast sent to parents about vaccine mandates for sports' and other EOTC events	Chair	Completed
Student vaccine data be collected and stored in KAMAR	Mgmt	Ongoing